



**CYNTHIA A. HARDING, M.P.H.**  
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August 17, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.  
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE MASTER AGREEMENT WORK ORDER NUMBER PH-001416-W24 WITH PUBLIC HEALTH FOUNDATION ENTERPRISES, INC. FOR THE PROVISION OF TEMPORARY PERSONNEL SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute Master Agreement Work Orders (MAWO) for the provision of temporary personnel services in amounts ranging from \$400,000 to \$699,999 annually, subject to review and approval by County Counsel and two weeks advance written notice to your Board.

Under this authority, on August 31, 2015, I will move forward with executing MAWO Number PH-001416-W24, with Public Health Foundation Enterprises, Inc. at a total amount of \$828,044, effective September 1, 2015 through August 31, 2017, 100 percent funded by federal Centers for Disease Control and Prevention (CDC) Comprehensive HIV Prevention Projects (CHPP) funding. Another bidder requested and met the criteria to qualify as a Local Small Business Enterprise bidder, was granted the preference in the evaluation of cost, but was not deemed the lowest cost bidder.

The MAWO will provide six (6) temporary personnel who will support three projects of the Los Angeles County Testing, Linkage to Care, Plus Treatment (TLC+) Program, administered by the Department of Public Health's Division of HIV and STD Programs, as follows:

**Project ENGAGE**

This project aims to increase the number of hard-to-reach, out-of-care HIV-positive individuals re-engaged in medical care services. The program will use social networks to obtain referral information, and will employ targeted outreach activities to identify out-of-care HIV-positive persons who have not had a medical visit within the last six months. Temporary personnel will provide linkages to HIV medical care and other needed services and will be responsible for staff training, supervision, database management, quality control, data analysis and dissemination activities.

### The Navigation Program

This project aims to increase the number of out-of-care HIV-positive individuals who get linked into vital medical care services. The program will utilize clinic-based temporary personnel who will use investigative techniques and targeted outreach activities to locate lost-to-care patients and link them to vital medical services.

### The Access Study Linkage Case Management Program

This project will utilize County Partner Services Public Health Investigators (PHI) to outreach to HIV-positive Partner Services clients who are not engaged in HIV medical care and bring them into care. The PHIs will be trained to provide case management services and will work with clients over the course of 90 days, or until they complete two HIV medical appointments. The temporary personnel will assist with PHI trainings, survey development, data collection, and data analysis for this program.

County Counsel has reviewed and approved the MAWO as to form and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:jc  
#03324

c: Interim Chief Executive Officer  
Interim County Counsel  
Acting Executive Officer, Board of Supervisors